Tick

Identify yourself as Fire Marshall to Reception via Radio

Put on your High Visibility Jacket

Appoint **essential** staff:

* **Deputy Fire Marshall**

Issue with a Fire Evacuation Check sheet and send to the muster point in Car Park 5 to liaise with the Fire Wardens.

* **Refuge & Fire Panels / Rear Exit (Panels inside rear exit)**

One person to monitor the Refuge and Fire panel and to communicate activity to the Fire Marshall whilst restricting re-entry to the building.

* **Evac Chair**

If an evacuation from a refuge point is necessary. See Emergency

Personnel List

* **Investigation of Alarm**

If safe to do so, send two staff to enter the building and investigate the cause of the fire alarm (one is normally a BU electrician)

* **Manning of Fire Exits (see map)**
1. Front Entrance & exit door to the right (1 person)
2. Side exit door (adjacent to TV studio rear doors)

Appoint **desirable** staff where possible:

* **Way Finder**

A person may be required to assist to move any evacuees in the seating area at the front of the building to the Muster Point in Car Park 5.

Liaise with Deputy Fire Marshall - have all personnel evacuated?

Report Fire status to Reception - are the Fire Brigade needed?

Radio Fire Evacuation Personnel advising that staff can now enter the building.

Request a Maintenance colleague to reset the Fire Panel

Advise Reception that the Fire Evacuation is now complete

Send paperwork to Fire Officer in S501